

IDAHO REGIONAL TRAVEL AND CONVENTION GRANT APPLICATION

GENERAL OVERVIEW

ELIGIBILITY

Applicants must be pre-established, permanent non-profit, incorporated organizations with viable programs. The ITC's major focus in any determination of eligibility is whether or not the non-profit organization has "as its primary purpose" the promotion of travel and conventions within the region. **Proof of non-profit status is required with the submission of the application by new grant applicants only.** Organizations with current ITC grants do not need to submit.

If you are a new grant applicant submit:

1. State of Idaho Certificate of Incorporation and Articles of Incorporation from the Secretary of State (or a letter of determination from the Internal Revenue Service) and a Notice of Employer Identification number assigned by the IRS. If the application is a multi-regional application, **each** participating region must submit the above-mentioned documentation.
2. Proof of non-profit status can be obtained by contacting the following:

To obtain a current copy of your organization's letter of determination, contact the IRS at:

IRS District Office
Attn: Disclosure Officer
600 17th Street
Denver, CO 80202

To apply for non-profit status, contact the IRS at 1-800-829-1040.

To obtain a certificate of corporate status, contact the Idaho Secretary of State at (208) 334-2300, or write to:

Idaho Secretary of State
PO Box 83720
Boise, Idaho 83720-0080

3. For multi-regional applications, attach a Memorandum of Agreement, (see Administrative Rule 200.01,02,03). This memo describes the roles of all participating parties, in the event the application is funded.

OTHER QUALIFICATIONS

1. List each proposed element, the total cost of each element, the amount you are requesting from the Idaho Travel Council, and the amount of match (cash and in-kind). If the total ITC request is one hundred thousand dollars (\$100,000) or more, an audit category must be included.
3. **Any match must be documented within the scope of work.** Match requirements are on a 50% basis (\$2 ITC to \$1 local/regional). Of the 50% required match, up to 75% will be accepted as in-kind; therefore, at least 25% must be cash match.

Up to 10% of the ITC funds awarded (or 10% of funds expended) will be automatically credited as in-kind match (for administrative expenses without requiring documentation) on the last request for funds. Audits are exempt from match requirements.

EXAMPLE

<u>ITC Funds Awarded</u>	<u>Match</u>
\$1,000	\$500 (50% of ITC funds)
Less 10% Admin	<100> (\$1,000 x 10%)
<u>Less 25% Cash Match</u>	<125> (\$500 x 25%)
Total In-kind Match	\$275
(75% of Match Amt.; Less 10% Admin)	

3. Document match summarizing those organizations/individuals contributing match to the grant. It is the applicant's responsibility to maintain official letters of match commitment on file.

LEGAL REQUIREMENTS

When you sign the application you are certifying that all facts, figures and representations made in the application, including all attachments are true and correct to the best of your knowledge. Applicants assure the Idaho Travel Council that they will:

1. Expend funds solely for the activities described in the approved application.
2. Maintain financial records, including substantiating documentation, for three (3) years from the end date of the grant period (or until an audit has been completed and any questions arising from it have been resolved.)

GRANT PROCESS – HOW TO APPLY

1. Read the ITC Grant Administrative Rules and Guidelines thoroughly before you begin.
2. Prepare well in advance of the deadline; do not wait until the last day.
3. Be specific, yet succinct. Describe projects clearly and thoroughly.
4. Use the checklist on the last page to make sure your application is complete.

SUBMISSION

Applicants must submit:

1. One completed online, disc, or CD version of application electronically delivered or postmarked to ReNea.Nelson@tourism.idaho.gov on or before May 15 for Idaho Department of Commerce, Tourism Development staff review.
2. One (1) completed online, disc, or CD version of their application electronically delivered or postmarked to the address below on or before the first (1st) Monday in June.

New applicants must provide Proof of Non-Profit documentation. If the application is not complete, the application may not be considered for funding.

Idaho Commerce and Labor
ITC Grant Program
700 West State Street
PO Box 83720
Boise, ID 83720-0093
E-Mail: ReNea.Nelson@tourism.idaho.gov

FISCAL AGENT

Organizations whose non-profit tax-exempt status from the IRS is pending may apply through another eligible tax-exempt organization. This Fiscal Agent becomes the legal applicant, redistributes the funds to the organization, and is responsible for the grant requirements. It is recommended that the sub-grantee and Fiscal Agent enter into a formal agreement outlining the working relationship. Idaho Commerce and Labor and the Idaho Travel Council will not act as arbitrator for any disputes or questions between the two organizations.